

## Fittleworth Parish Council proposed GRANTS AND DONATIONS POLICY

Adopted 26<sup>th</sup> September 2022 minutes reference 22-159

*Next Review: September 2023*

### **Introduction**

Fittleworth Parish Council sets aside a sum of money each year to donate to good causes as either a grant or a donation and will consider applications from voluntary groups or organisations. The applicant must be able to demonstrate that any funding awarded will be used for the benefit of the parish and/or its residents. The grants and donation budget is set each year as part of the annual budgeting process. Applications will be considered at full Council meetings 3 times a year, usually June, September and January, the dates of which are advertised well in advance. Any application must be with the Clerk at least 14 days prior to the meeting in which it is to be considered. Dates of Parish Council meetings are advertised on the Parish Council website and on the village noticeboards.

### **Eligibility**

- Donations and grants will only be made to organisations who can demonstrate the benefit to Fittleworth and/or its residents, this may be by providing a service, enhancing the quality of life , improving recreation and /or sports facilities, improving the environment or promoting the parish in a positive way.
- Only projects that benefit the residents or parish of Fittleworth will be considered.
- Retrospective applications will not be considered
- Applications will not be considered for activities the council considers to be the responsibility of a statutory authority
- Grants cannot be awarded to fund activities outside of the powers and functions of Fittleworth Parish Council
- Applicants can apply for up to £300, however Fittleworth Parish Council may not award the full amount.
- Where a Member of the council is a member of a group /organisation applying for funding that Member must consider, whether in accordance with the Code of Conduct, it is necessary for them to declare an interest in the matter.

### **How to apply**

Applications must be made in writing to the Clerk, c/o Fittleworth Parish Council, Fittleworth Stores, School Lane, Fittleworth, RH20 1JB or by email to [clerk@fittleworth-pc.org.uk](mailto:clerk@fittleworth-pc.org.uk). The following should be included with the application:

- Amount of funding required
- When is the funding needed? (for projects a start and end date should be included)
- What is the grant/donation request for? (please provide as much detail as possible)

- Details of any other funding sources
- The latest annual accounts of the organisation should be included
- Copies of quotes must be included

#### **Conditions**

- Grants and Donations will not be awarded to individuals
- Monies will be paid by cheque or by online banking the month following the award.
- The award must be used for the purpose for which the application was made.
- If a grant is not used before the proposed end date of the project the Parish Council must be informed.
- Any unspent portion of the award must be returned to the Parish Council within 6 months following the proposed end date of the project.
- An acknowledgement of the contribution should be made to the Parish Council whenever possible, and reference should be made in the organisation's annual accounts.
- Grants and donations will only be awarded where the parish and/or residents of Fittleworth will directly benefit.
- Successful applicants may be requested to provide proof that the Grant has been spent as intended. Any award not used for the purpose for which the application was made should be returned to Fittleworth Parish Council.